

**Step #1: Is your fire protection plan:**

- a) Drawn to scale;
- b) Unique and exclusive of all other plans (including electrical, mechanical, and plumbing plans); and
- c) Does it include the following information?

1. Name and address of building;
2. Plan date;
3. Owner of the building;
4. Name and address of applicant submitting plans;
5. Licensed company's name;
6. Licensed company's address;
7. Licensed company's phone number;
8. Licensed company's SFMO license number;
9. Certificate Holder's name;
10. Certificate Holder's signature;
11. Certificate Holder's SFMO Certificate Number;
12. Reflected ceiling plan indicating device locations;
13. Cross section plan of building including concealed spaces (attics, crawl spaces, etc.); and
14. All other information as required by the applicable NFPA documents, as adopted and/or modified by the Delaware State Fire Prevention Regulations.

**Step #2: Do you have the following Technical Documents and Manufacturer's Specifications ready for submittal?**

1. Calculations (Battery, Hydraulic, etc.);
2. Riser Diagram (FASS, FSS, etc.); and
3. Device Cut Sheets.

**Step #3: Do you have the following items ready for submittal?**

1. One (1) copy of your fire protection system plans, calculations, and specifications;
2. Application for Fire Protection Plan Review; and
3. Fire Protection System Plan Review Fee: Multiply the construction costs by \$0.005 for the first million, and \$0.002 over the first million (check, money order, or cashier's check made payable to **State of Delaware**) **NO CASH**
4. A minimum \$100.00 Fire Protection System Plan Review Fee is required for any plan submittal whose construction costs are less than \$20,000.00.

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**Stopping In**

It is not a good idea to stop into the office or drop off plans if you want to talk to a Fire Protection Specialist, and, unless you call ahead and set-up an appointment, a staff member may not be available to be of service to you on this impromptu visit. We want to give you all the assistance and help that you need. We want to devote our full attention to your project and just "stopping-in" will be a distraction from another client's project. Support Staff will assist you with submission of your plans, but will not be able to answer technical questions.

Visit our website at  
[http://www.statefiremarshal.delaware.gov/  
services/technical\\_planreview.shtml](http://www.statefiremarshal.delaware.gov/services/technical_planreview.shtml)

**Step #4: Where is your project located? Submit your plans, application, and fee to the appropriate division office of the State Fire Marshal. If your project falls within the limits of one of the Jurisdictional Fire Marshals, contact that office. Do not submit plans to the State Fire Marshal.**

**Chief – Technical Services**

John P. Rossiter, CFI, CFPS  
302-739-4394

**New Castle County**

Office of State Fire Marshal  
2307 MacArthur Road  
New Castle, DE 19720-2426  
Phone: (302) 323-5365  
Fax: (302) 323-5366

**Assistant Chief – Technical Services**

John W. Rudd, CFI

**Specialists**

Michael R. Moran, CFI, CFPS  
Tony V. Eoppolo, CFI, CFPS  
James G. Facciolo, CFI  
Renee Hayes

**Kent County**

Office of State Fire Marshal  
Delaware State Fire Service Center  
1537 Chestnut Grove Road  
Dover, DE 19904  
Phone: (302) 739-4394  
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**Specialist**

Gary R. Long, EFO, BPS, MSA

**Sussex County**

Office of State Fire Marshal  
22705 Park Avenue  
Georgetown, DE 19947  
Phone: (302) 856-5298  
Fax: (302) 856-5800

**Assistant Chief – Technical Services**

Duane T. Fox, Jr., AET, CFI, CFPS

**Specialists**

Dennett E. Pridgeon, CFI, CFPS  
Thomas J. Haslam, CFI  
Steven L. Callaway, CFI

## Required Plan Submittals

Plans, specifications, and any other construction documents requested by the State Fire Marshal shall be submitted to the Office of State Fire Marshal for review and approval prior to any construction taking place for the following:

1. All new buildings and additions;
2. Any building undergoing a change in occupancy;
3. Any part of a building suffering damage from fire, explosion, or any other cause;
4. For all dwelling units when attached in units of three or more, to verify the fire rated design of the required separation wall between units;
5. Tenant fit-outs;
6. Protective signaling systems;
7. All fire suppression and extinguishing systems;
8. Standpipe systems;
9. Fire pumps;
10. Water supplies and distribution systems for fire fighting purposes;
11. Emergency and exit lighting systems;
12. Egress/exiting systems (including but not limited to elevators and escalators);
13. Smoke removal and smoke control systems;
14. Fire lanes;
15. Flammable and combustible liquid installations;
16. Flammable gas installations; and
17. Other miscellaneous installations falling under the provisions of these Regulations.

## Jurisdictional City Fire Marshals

**If your project is located within the limits of one of the four Jurisdictional Fire Marshals, contact that office for their required plan submittals, appointment procedures, and fee schedules.**

### City of Dover

City Fire Marshal's Office  
P.O. Box 475  
Dover, DE 19903  
Phone: (302) 736-7010  
City Fire Marshal  
David Truax

### City of Newark

Newark Fire Marshal's Office  
P.O. Box 390  
Newark, DE 19715-0390  
Phone: (302) 366-7075  
City Fire Marshal  
Matthew Shumacher

### City of New Castle

New Castle Fire Marshal's Office  
900 Wilmington Road  
New Castle, DE 19720  
Phone: (302) 322-9813  
City Fire Marshal  
Jeff Bergstrom

### City of Wilmington

Wilmington Fire Marshal's Office  
Louis L. Redding-City/County Building  
800 North French Street  
Third Floor  
Wilmington, DE 19801  
Phone: (302) 576-3120  
City Fire Marshal  
George Cunningham, Deputy Fire Chief

# Fire Protection Systems Plan Submittals



## Requirements To Submit Plans